



Standard Administrative Policy and Procedures Manual

Title: **FINANCIAL POLICY**

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Section: **TRAVEL AND TRAINING POLICY**

Resolution No.: **2016-155**

SECTION 1 – GENERAL PURPOSE

Whenever an employee travels on behalf of the City, whether it is for business or training, the policies and procedures stated herein shall apply. It is the expressed purpose of these policies and procedures to provide the employee with reasonable travel accommodations and related expenses, while maintaining a prudent spending policy. It is each employee's responsibility to learn and abide by these rules. The policies and procedures found in this manual supersede all previous policies, directives and rules governing City travel and training.

SECTION 2 - GENERAL POLICIES

Budget appropriations for travel and training should be reviewed by the Department Director prior to requesting travel approval. Travel and training requests that exceed budget balances will not be automatically approved and will require substantial justification to merit approval.

Employees are expected to seek the most reasonable prices available for lodging, meals and fares, considering location and services. Before training and/or conference travel occurs, the appropriate approvals must be obtained. Forms for acquiring the approvals are described below.

Expenses submitted for reimbursement must be accompanied by an itemized receipt for the expense (i.e. meal receipts should be the detailed receipt, not the credit card copy showing only the total spent). Without a proper receipt, the reimbursement may not be approved unless extraordinary circumstances prevail. Advances made to the employee must be supported by attaching receipts to the post travel expense report.

Expenses for entertainment, alcohol, non-City employees, including spouses, and for any expense deemed wasteful or extravagant will not be reimbursed. Costs incurred above the applicable expense ceilings will not be paid and are the responsibility of the employee, unless prior approval from the City Manager's Office is obtained.

When traveling in a group, payment and accounting of registration fees, meals, transportation and lodging can be consolidated and either advanced or reimbursed to one person in the group.

Requests for advancements and reimbursements shall be made on the proper forms and include all documentation as required. The forms must be fully completed including the brief narrative

report on the purpose for the training or travel.

For the purpose of this policy manual, a full day is when departure for the business trip occurs prior to 8 a.m. and return is after 5 p.m.

SECTION 3 - APPROVALS

To attend any training seminar or conference requiring travel expense, an employee must first obtain approvals from his/her Department Director. Both the Human Resources Director and the City Manager's Office must also review and approve the request. The **Travel & Training Form** must be completed and submitted for signatures. An employee must attach conference or training registration forms and supporting materials to itemize the travel costs.

SECTION 4 – ADVANCES

An advance of funds for actual or estimated travel expenses will be made upon proper application for such on the **Travel & Training Form**. Travel expenses eligible for advanced funding include registration, lodging, mileage, public transportation (air, rental car, cab, rail or bus), and meals within the daily expense ceiling. Incidental expenses are considered reimbursable and will not be advanced. None of the funds advanced may be used for any purpose other than those applied for on the form, even if the employee intends to subsequently reimburse the City those funds. For example, the employee may not use the advance for entertainment or similar personal expense even if they intend to repay the City. **An advance must be requested a minimum of five working days prior to its issuance.** Except for registration fees, advances for expenses less than \$30 will not be made. Additionally, no advances will be made to those employees who have a City-issued purchasing card.

SECTION 5 – REIMBURSEMENTS

A report/reimbursement of actual travel expenses must be submitted on the **Travel & Training Form** within 10 working days of the end of the trip. To receive reimbursement for an eligible expense, the corresponding detailed receipt must be attached. Travel and training expenses eligible for reimbursement include registration, lodging, mileage, public transportation, meal expense and incidental expenses such as tips (up to 20% gratuity), parking fees, business telephone use and business supplies. Reimbursement for meals should include a schedule of dollars spent per day on meals.

Ineligible expenses include, but are not limited to, the following: entertainment, alcoholic beverages, gifts, personal calls, laundry, any expense for spouse, dependents or guests, transportation costs or mileage for travel unrelated to City business and any incidental expense not pre-approved.

SECTION 6 – IN-STATE TRAVEL

Unless another mode of transportation is specifically approved by the City Manager, all in-state

travel will be by either City vehicle or private car. In the case of the later, mileage at the current allowable IRS rate will be paid.

The following expense ceilings apply to in-state travel unless pre-approval for a higher amount is given by the City Manager's Office:

- A. Lodging - \$125 per day
 - B. Meals - \$40 per full day and \$30 per half day (ceiling includes tax and tip)
- Under no circumstances will any one meal over \$35 be reimbursed (including tax and tip).

SECTION 7 - OUT-STATE TRAVEL

Unless time is a critical factor, all out of state travel within five hours driving time will be by car. Air travel will be approved, in lieu of the car, in those instances where it is deemed absolutely necessary. For car travel, mileage at the current allowable IRS rate will be paid.

The following expense ceilings apply to out-state travel unless pre-approval for a higher amount is given by the City Manager's Office:

- A. Lodging - \$160 per day
 - B. Meals - \$40 per full day and \$30 per half day (ceiling includes tax and tip)
- Under no circumstances will any one meal over \$35 be reimbursed (including tax and tip).

Travel to a major metropolitan area (population of one-half million or more) unless pre-approval for a higher amount is given by the City Manager's Office:

- A. Lodging - \$220 per day
 - B. Meals - \$60 per full day and \$40 per half day (ceiling includes tax and tip)
- Under no circumstances will any one meal over \$40 be reimbursed (including tax and tip).

SECTION 8 - TRANSPORTATION

Employees are expected to secure the lowest possible airfares. All air travel will be by coach class. No first class fares will be paid by the City. Travel by air, rail or bus may be arranged by the Human Resources Director, if desired. Preferably, requests for airline tickets should be made well in advance of the travel date, but under no circumstances less than three working days from that date.

SECTION 9 – LODGING

Employees are expected to secure reasonable lodging rates. Lodging arrangements may be arranged by the Human Resources Director, if desired. The employee must submit an itemized hotel/motel bill upon completion of the trip. A credit card receipt alone is not sufficient documentation.

SECTION 10 – ROUTINE TRAVEL

Routine travel for regular in-state meetings of professional organizations, in which the employee holds membership, does not require the completion of the **Travel & Training Form**, provided lodging is not required. Eligible expenses, such as mileage, meals and parking, may be filed for reimbursement on the **Employee Reimbursement Request Form** with receipts attached. However, if the trip requires lodging, then the **Travel & Training Form** is to be completed. Routine reimbursements that only involve mileage should be made at least monthly.